Vendor Committee

A major part of the weekend is the vendors and concessions. Not only is this critical for a successful event but it is a major source of income for the ITLA weekend. This committee handles all of the applications for concessions and is responsible for the selections of who will be allowed to participate and what the charges will be.

Beer

This committee coordinates all of the Beer facilities for the Sunday Festival. This includes finding staff for the facilities and setting up a joint benefit structure so that other groups can benefit by providing volunteers.

Food

Coordination of all the food vendors will be a major task. Placement of each vendor will be important to crowd flow and must be done with the Logistics committee.

Beverages

ITLA does not allow other organizations to sell beverages in the Park. However, ITLA encourages other organizations to help staff our beverages facilities and receive part of the profit. Soda Products and Bottled water are the primary beverages that ITLA handles.

Other Concessions

Coordination of the concessions, such as ice cream vendors that are not in one spot but rather travel the park is handled through this committee.

Volunteer Coordination Committee

This committee needs at least 3 to 5 people in order to effectively complete it's responsibilities.

Registration

This committee is responsible for registering all new members of ITLA and maintaining an up-to-date roll.

Recruitment

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The primary responsibility of the Marketing committee is to produce and distribute for sale '96 T-shirts. This will prove to be a major task. Marketing is responsible for getting the T-shirts produced and then out on the market. This committee is responsible for the cash flow of the merchandise. Storage of T-shirts is another responsibility.

The possibility of the other items is something the Marketing committee should consider.

The sale of ITLA merchandise is a major source of income for ITLA. Therefore, the success of this committee is very important.

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Public Relations Committee

This committee handles all of the Press and Publicity for ITLA. To some degree this committee could also be considered the Advertising committee.

Press Releases

All releases that pertain to ITLA are produced and released by this committee. A good relationship with Venus, ETC and SoVo is essential to the success of the committee.

Press Packets

Packets are prepared and sent to all of the radio and television stations before the ITLA weekend so that they will be able to get access to the appropriate people during the ITLA weekend. The Co-Chairs are the official spokespeople and PR should make them accessible to all press.

Advertising

All publicity of ITLA is handled through this committee. This includes the placards on MARTA, ads in Venus, ETC, or SoVo, Billboards or any other advertising that ITLA will do in '96.

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African Decent Marketplace Committee

The African Decent Marketplace is made up of three distinct groups: Artists, Vendors, & Organizations. This committee coordinates the solicitation of all who plan to exhibit in the Market. This includes reviewing applications for acceptance in the Market and all coordination with applicants.

This committee is responsible for the layout of the market and creating a good flow through the market.

Artists

The African Decent Marketplace committee is encouraged to solicit more and more artists to participate at the ITLA events. This committee is responsible for contacting artists, reviewing their applications, and making sure that their setup in the Park will be adequate.

Vendors

A large portion of the African Decent Marketplace is vendors who hope to make some money at the ITLA weekend events. This includes a large number of applicants that want to sell T-shirts. This committee is responsible for the review of T-shirts that will be sold. Shirts that are considered competitive with the '96 Official Shirt are not allowed to be sold.

This committee is responsible for all of the other types of vendors that apply to sell in the marketplace which can include everything from jewelry to rocking chairs.

Organizations

A special rate is available to all of the non-profit organizations in the city. Each of these organizations has to be contacted and worked with to get them setup. Organizations tend to wait to the last minute to apply for the marketplace, so it is critical to establish good communication with each and encourage them to sign up early.

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Logistics Committee

The logistics committee is the core committee. It is responsible for the basic setup of the entire weekend events. It interacts with about all of the committees.

Permits

This committee applies for all the city permits for the weekend. This includes meeting with the city and any neighborhood planning units.

Insurance

This committee seeks bids for insurance and takes care of all insurance coverage for the weekend.

Electricity

This committee coordinates all of the electrical needs for the entire weekend events. This includes the stage, sound, lighting, food vendors, etc.

Park Layout

Logistics will coordinate where everything is placed. This includes the stage, the ITLA Tent, the ITLA Market , the Port-O-Toilets, the food vendors, etc.

Tents

All of the tents used in the weekend events are under the responsibility of this committee. This includes the ITLA Market tents, the beer tents, the ITLA Tent, and any other tent for the weekend events.

Park Cleanup

Trash left after the weekend events is the responsibility of ITLA and coordination of cleanup is a Logistics responsibility (call City Department of Sanitation - Special Events).

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Fundraising Committee

The fundraising committee works with the Board of directors to find the money that it takes to produce the ITLA weekend. There is a lot of smaller communities that form for particular campaigns that are organized by this committee.

First Aid Committee

This First Aid Committee should provide adequate staff, supplies, services, and emergency transportation to insure a well organized medical facility to handle all minor first aid treatments and the capabilities to assist and transport any major incidents.

This committee seeks out qualified medical personnel to assist patrons of the Weekend activities in need of medical attention. They also attain all of the medical supplies that will be needed such as Tylenol, Aspirin, bandages, cleansing solutions, etc.

Community Liaisons Committee

ITLA is a conglomeration of the entire community. Many organization in the city need to kept abreast of what the current year's plans are. Other organizations need to be encouraged to participate by accepting partial responsibilities for additional activities.

This committee should also provide feedback from throughout the community on ways that the Weekend events can improve. Community Liaisons are our link to the community and a vital source of additional volunteers.

This committee should also make concerted efforts to outreach to areas outside of Atlanta. Contact with other ITLA committees is encouraged.

This committee should prepare a monthly newsletter and distribute that newsletter to all local organizations, as well as, organizations in other cities.

ENTERTAINMENT

(I) DUTIES
Responsible to find artist for Cultural Arts Festival
Responsible to find music/DJ/equipment for 1st Annual Family Reunion Picnic

(II) GUIDELINES FOR DUTIES
No artist will be paid
All performances must include be relevant to both men, women and/or African American heritage
Please include :
Films, Health advocates, visual and graphic artist, drama, poets

(III) TASKS
Generate list of at least 25 artist for Cultural Arts Festival (July 1, 1996)

Investigate possibility of having All gods Children & Litany for Survival shown(July 1, 1996)

Submit proposals from possible artist to Mellonee by July 7, 1996.

Investigate possible locations for the cultural arts festival. (July 1, 1996)

Submit possible locations for cultural arts festival to Mellonee by July 71996.

(IV) FESTIVAL LOCATION PROPOSAL GUIDELINES
Cost of space must be free/or co-sponsored
Accessible to/from Marta
Size-100+/- people?
When is it available?
Does it have conference rooms/meeting rooms -size?
Does it have a auditorium
Does it have a stage

(V) ARTIST PROPOSAL
Need detailed list of items needed for artist to perform included with proposals

(VI) CONTACTS/LEADS
SisterLove, Aid Atlanta
MLK Center, Auburn Avenue Research Library
Carter Center, Spellman -Cosby Center
City Hall East, Agnes Scott College
Emory,
Adobe Muse
Hospitality Atlanta

PUBLIC RELATIONS

(I) DUTIES

Generate press releases
Generate press packages
Advertise event
Must make ITLA spokesperson accessible to media

(II) GUIDELINES FOR DUTIES

All releases that pertain to ITLA are produced and released by this committee
All releases and advertisements pertaining to ITLA must be approved before release by the Board of Directors
The official spokesperson of ITLA are the Co-chairs of the ITLA Board of Directors

(III) TASKS

Update current press release to include hotel accommodations, Kick off Reception, Welcome Reception, Cultural Arts Festival, Candle Light Vigil, and 1st Annual Family Reunion Picnic.(July 1, 1996)

Generate a database of all media contacts for Press Release (June 25, 1996)

Create a list of cost/per advertisement to advertise in local and national Les/Bi/Gay/Trans Publications by July 1, 1996.

Craig

Create a list of deadlines for submissions for Les/Bi/Gay/Trans Publications by June 29, 1996.
Create a list of Radio, Newspaper and Broadcast news contacts in Atlanta (July 1, 1996)

Create list of deadlines and guidelines to submit PR information to Atlanta Radio, Papers, TV.(July 7, 1996)
Generate a sample press package(July 7,1996)

Coordinate speaker appearances @ Kick-off- Reception/1st Annual Family Reunion Picnic(July 15, 1996)

(VI) CONTACTS/LEADS

GLAAD
Venus
Southern Voice
ETC
Washington Bladé
SBC
KICK
Paula Granger-Mayors Office

VOLUNTEER

(I) DUTIES

Assures that an adequate volunteer pool is structured.

Coordinates and establishes the number of volunteers needed for each event

(II) TASKS

Generate list of at least 25-50 people interested volunteering there time and energy prior to the events and during the events.(July 7, 1996)

Create a database of volunteers - Names/Address/Telephone(July 7, 1996)

(III) DEADLINES

July 15, 1996

VENDING

(I) DUTIES

Responsible for coordinating and soliciting all exhibit/vendors

(II) GUIDELINES FOR DUTIES

Possible exhibit/vendors:
Artist
Vendors/Food
Organizations
Coordinate and outline structure for setup
Monitor setup and breakdown of vendors
Issue tables/chairs
Assure that all vendors are licensed
All food vendors must be cleared Atlanta Health Dept.

(III) TASKS

Generate list/database of at least 50-100 exhibit/vendors for 1st Annual Family Reunion Picnic (July 1, 1996)

Create a Agreement Contract between ITLA and Vendors (July 1, 1996)

Create a letter addressed to individual vendors to accompany the Agreement (July 1, 1996).

Letter and Contract Agreement must be approved by the Board of Directors (July 1, 1996)

Create a detailed budget include mailing cost, rental of tables and chairs etc..(July 1, 1996)

(IV) LETTER/CONTRACT AGREEMENT GUIDELINES

State purpose of ITLA
State mission of ITLA
State the importance of vending in this the 1st Annual Family Reunion Picnic

(VI) CONTACTS/LEADS

Atlanta Pride Contract Agreement
D.C. Black Pride Contract Agreement with letter
Southern Voice
Venus
ETC
Community Organizations

(VII) DEADLINES

July 15, 1996 Earlybird rates
August 1, 1996 final deadline

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SECURITY

(I) DUTIES

Assure adequate security/police force is established for necessary weekend events

(II) GUIDELINES FOR DUTIES

Estimate approx. 300 people

Officers willing to donate portions of there time - limited funding

(III) TASKS

Establish a relationship with the Atlanta Police Dept - Gay Officers Association (July 1, 1996)

Generate a list of certified security officers, guards, and volunteers to control security(July 7, 1996)

(VI) CONTACTS/LEADS

Atlanta Police Department

(VII) DEADLINES

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July 1, 1996

Committee/Event Logistics Sheet

Organizing Committee _____

Board Liaison _____

Event Contact Person _____

Event Name _____

Event Date(s) _____

Event Time(s) _____

Event Location(s) _____

Food
Contact Person _____ Contact Number _____
Vendor _____
Pick Up/Delivery _____
Payment Amount _____
Payment Due _____

Volunteers
Contact Person_____
Phone _____
Email _____
# of volunteers needed _____
Duties _____
Shifts _____

Board Attendance
Contact Person _____ Contact Number _____
# of Board Members Needed _____

AV/Setup
Contact Person _____Contact Number _____
Microphones
Banners
Certificates
Decorations
Room Layout:

Payment Amount:
Payment Due:

Marketing
Contact Person _____Contact Number _____
Flyers
Ads in publications
Payment Amount:
Payment Due:

Committee Contact Signature _____

Logistics Committee Signature _____

Committee Contact Sheet

Committee: _____

Meeting Dates/Times: _____

Meeting Location: _____

Board Liaison: _____

Email: _____

Phone: _____

Committee Chairperson: _____

Email: _____

Phone: _____

Committee Members:

_____ _____

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Certificates

Decorations

Room Layout:

Payment Amount:

Payment Due:

Marketing

Contact Person _____ Contact Number _____

Flyers

Ads in publications

Payment Amount:

Payment Due:

Committee Contact Signature _____

Logistics Committee Signature _____

Committee Contact Sheet

Committee: _____

Meeting Dates/Times: _____

Meeting Location: _____

Board Liaison: _____

Email: _____

Phone: _____

Committee Chairperson: _____

Email: _____

Phone: _____

Committee Members:

_____ _____

_____ _____

_____ _____

Hospitality / Registration Info. Sheet

- **Personnel:**

2 Supervisors per shift (4 hour Shift) Hospitality (1) / Registration (1)
6 Volunteers per shift (3 hour Shift) Hospitality (3) / Registration (3)

- **Shift(s):**

Supervisor(s) 09/01-05/2004	Name:	
10:00 a.m. - 2:00 p.m.	1._____	2._____
2:00 p.m. - 6:00 p.m.	1._____	2._____
6:00 p.m. - 10:00 p.m.	1._____	2._____

Volunteer(s) 09/03-05/2004	Name:	
10:00 a.m. - 1:00 p.m.	1._____	1._____
	2._____	2._____
	3._____	3._____
1:00 p.m. - 4:00 p.m.	1._____	1._____
	2._____	2._____
	3._____	3._____
4:00 p.m. - 7:00 p.m.	1._____	1._____
	2._____	2._____
	3._____	3._____

7:00 p.m. - 10:00 p.m. 1._____ 1._____
2._____ 2._____
3._____ 3._____

Some Volunteers may be needed 09/01-02/2004 availability to be determined.

- Duties:

Hospitality – Customer Service
Supply information of events at Hotel and other Venues
Hand out pamphlets and other information to guest
Issue Hospitality Guides
General information

Registration – Customer Service
VIP Passes
Workshop registration
T-shirt sales
Gift Baskets
Welcome Bags
General information

- Food:

TBD (if Aid Atlanta is sponsoring a room this year for refreshmnets).

- AV/Setup:

Hospitality - 1 Table (skirted) Set up in Lobby by Hotel Registration
2 Chairs
Water/glasses

Registration - set up in area between ball room
Cash Register
2 chairs
Banners
T-shirts
Water/glasses
Workshop Schedules
Tall Tables & Chairs set in open area in front

- Marketing:

Hospitality Booklet - First MCC is willing to cover the cost of printing 300 booklets color & 300 black & white.

Planning Committee

Executive Director – Kirk Surgeon

Associate Director – (OPEN)

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2. To provide a written budget to be approved by the Budget and Finance Committee by January 1st of each year.
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5. To prepare financial statements and close all financial books within one month of the fiscal year end.
6. To publish a preliminary financial report within 30-60 days of the August September Weekend events.
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8. To maintain inventory of all items owned or purchased by the organization.
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2. Coordinate with the Public Relations Committee for the preparation of advertisements to be used by ITLA. Prepare advertising graphics and artwork to be used by the press.
3. Signs – responsible for construction and placement of signs, banners, and posters,
4. Sponsorship Acknowledgments – Ensure that logos and other artwork for sponsors appear on signs, banners, and posters as appropriate.

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Entertainment

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2. Emcees – This committee is responsible for finding the emcees for the weekend.

3. Stage – The entertainment committee seeks out bids on stage rental and construction and is responsible for presetting these bids to the Board of Directors with a recommendation on which company to use. This committee is responsible for coordinating with the company on when the stage will be put up and taken down.

4. Sound and Lighting – This committee seeks out bids for sound and lighting rental and is responsible for presenting these bids to the Board of Directors with a recommendation on which company to use. The committee is responsible for coordinating with the company on when equipment will be put up and taken down.

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6. Crew – The committee is responsible for finding all of the volunteers that will work as stage crew.

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This committee is responsible for welcoming guest to ITLA events and providing a space for guest to rest and refresh themselves. Guests at ITLA evens may have special requirements that should be taken into account during the planning process.

Logistics

The logistics committee is the core committee. It is responsible for the basic setup of events and interacts will all of the other committees and sub committees as needed.

1. Permits – This committee applies for all city and/or county permits as needed

2. Insurance – This committee seeks bids for insurance and takes care of all insurance coverage necessary for specific events.

3. Conference Room Scheduling – This committee is responsible for the scheduling of workshops, presentations, or discussion into available conference space. In addition, this committee ensures that any supplies and/or equipment needed by presenters are available as needed.

4. Electricity – This committee coordinates all of the electrical needs for both indoor and outdoor events including the stage, sound, lighting, food, and vendors.

5. Park Layout – Logistics will coordinate where everything is placed. This includes the stage, the ITLA Tent, the ITLA Market, portable toilets, food vendors, and vendors.

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March Committee (New for 2002)

This committee will work with Atlanta Black Pride March founders to promote, plan, and execute the now annual black pride march.

Marketing

The primary responsibility of the Marketing committee is to coordinate the sale ITLA merchandise, and event passes. Merchandise sales can be a major source of income, which may hinge on the success of this committee. This committee may also suggest other methods of generating funds.

Marketplace

1. This committee is responsible for the coordination and solicitation of vendors, artists, and organization participating in any ITLA event where a marketplace has been designated.

2. Artist – This committee is encouraged to solicit artist to participate at events where an art festival is designated. Contact with artist, review of artist requests and needs is essential.

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This committee makes all ITLA events accessible for the physically challenged. This includes access for wheelchairs, interpreters for the deaf, special materials for the blind, etc.

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Program Coordinators

This committee, working with the Arts and Graphics committee, is responsible for production of the annual Labor Day Pride souvenir guide.

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This committee handles all of the press and publicity for ITLA. To some degree, this committee is also servers as the advertising committee.

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First Aid

The First Aid committee should provide adequate staff, supplies, services, and emergency transportation to insure a well-organized medical facility to handle all minor first aid treatments and the capabilities to assist and transport any major incidents.

This committee seeks out qualified medical personnel to assist patrons of ITLA events in need of medical attention. They also attain all oft eh medical supplies that will be needed such as Aspirin, bandages, cleansing solutions, etc.

Fundraising

The fundraising committee works with the Board of Directors to find the money that it takes to produce ITLA events. This committee may be comprised of smaller sub groups to handle individual events or fundraising needs.

Hospitality

This committee is responsible for welcoming guest to ITLA events and providing a space for guest to rest and refresh themselves. Guests at ITLA evens may have special requirements that should be taken into account during the planning process.

Logistics

The logistics committee is the core committee. It is responsible for the basic setup of events and interacts will all of the other committees and sub committees as needed.

1. Permits – This committee applies for all city and/or county permits as needed

2. Insurance – This committee seeks bids for insurance and takes care of all insurance coverage necessary for specific events.

3. Conference Room Scheduling – This committee is responsible for the scheduling of workshops, presentations, or discussion into available conference space. In addition, this committee ensures that any supplies and/or equipment needed by presenters are available as needed.

4. Electricity – This committee coordinates all of the electrical needs for both indoor and outdoor events including the stage, sound, lighting, food, and vendors.

5. Park Layout – Logistics will coordinate where everything is placed. This includes the stage, the ITLA Tent, the ITLA Market, portable toilets, food vendors, and vendors.

6. Tents – This committee will seek bids for rental, construction, and breakdown of tents needed for ITLA events.

7. Cleanup – This committee is responsible for ensuring adequate cleanup after ITLA events.

March Committee (New for 2002)

This committee will work with Atlanta Black Pride March founders to promote, plan, and execute the now annual black pride march.

Marketing

The primary responsibility of the Marketing committee is to coordinate the sale ITLA merchandise, and event passes. Merchandise sales can be a major source of income, which may hinge on the success of this committee. This committee may also suggest other methods of generating funds.

Marketplace

1. This committee is responsible for the coordination and solicitation of vendors, artists, and organization participating in any ITLA event where a marketplace has been designated.

2. Artist – This committee is encouraged to solicit artist to participate at events where an art festival is designated. Contact with artist, review of artist requests and needs is essential.

3. Vendors– A large portion of ITLA marketplace is comprised of community vendors who hope to make some money at ITLA events. This includes a large number of applicants that want to sell T-shirts. This committee is responsible for the review of T-shirts that will be sold. Sale of shirts that are considered to be competitive with any official ITLA merchandise is not allowed. This committee is responsible for all of the other types of vendors that apply to sell in the marketplace, which can include everything from jewelry to rocking chairs.

4. Organizations – A special rate is available to all non-profit organizations. Each organization wishing to set up a table must be contacted to establish needs and desire to participate.

Physically Challenged

This committee makes all ITLA events accessible for the physically challenged. This includes access for wheelchairs, interpreters for the deaf, special materials for the blind, etc.

This committee also coordinates transportation for the physically challenged participants. This committee should critically evaluate each event and bring any potential problems to the Board of Directors that pertain to the ability of everyone to enjoy an ITLA event.

Program Coordinators

This committee, working with the Arts and Graphics committee, is responsible for production of the annual Labor Day Pride souvenir guide.

Bids for printing and delivery of the guide are to be presenting to the Board of Directors prior to completion of any contract.

Public Relations

This committee handles all of the press and publicity for ITLA. To some degree, this committee is also servers as the advertising committee.

1. Press Releases – All releases that pertain to ITLA are produced and released by this committee. A good relationship with the media is essential to the success of this committee.

2. Press Packets – Packets are prepared and sent to all of the radio and television stations before a major ITAL event so that they will able to get access to the appropriate people during the event. The Co-Chairs are the official spokespeople and PR should make them accessible to the press.

3. Advertising – All publicity of ITLA is handled through this committee. This includes the placards on MARTA, media publications, and billboards, act.

Security

This committee is responsible for ensuring the safety and security of ITLA guests and property. This committee may need to coordinate with city or county law enforcement agencies or private security contractors as needed. The Board of Directors must approve any costs associate with security for ITLA events in advance.

Transportation

This committee coordinates the various tasks for transportation. Working with other committees, transportation for the physically challenged, entertainers, speakers, and equipment may be necessary. This committee is also responsible for working with MARTA to get assistance with utilizing and promoting the use public transportation as much as possible.

Volunteer Coordinator (Committee)

This committee is responsible for recruitment and coordination of volunteers for ITLA events as needed.

1. Registration – This committee is responsible for registering all new members of ITAL and maintaining and up-to-date roster.

2. Recruitment – This committee should continually be looking for additional volunteers to work on the planning and execution of ITLA events. The committee should work closely with the Community Liaisons to share volunteers with other organizations.

3. Assignment – Based on volunteer's abilities and availability, this committee will place all volunteers with appropriate committees and event responsibilities.

Committee Contact Sheet

Committee: _____

Meeting Dates/Times: _____

Meeting Location: _____

Board Liaison: _____

Email: _____

Phone: _____

Committee Chairperson: _____

Email: _____

Phone: _____

Committee Members:

_____ _____

_____ _____

_____ _____

Committee Contact Sheet

Committee: _____

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Phone: _____

Committee Chairperson: _____

Email: _____

Phone: _____

Committee Members:

_____ _____

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EXECUTIVE DIRECTOR OF PLANNING COMMITTEE
DUTIES AND RESPONSIBILITIES

- **SHALL SERVE AS THE CHAIR OF THE PLANNING COMMITTEE**
- **SHALL CALL AND PRESIDE OVER ALL REGULAR AND SPECIAL MEETINGS OF THE PLANNING COMMITTEE**
- **SHALL PROVIDE CONTINUITY AND STRUCTURE TO THE STANDING SUBCOMMITTEES.**
- **SHALL OBTAIN APPROVAL, FROM THE BOARD OF DIRECTOR FOR MAJORITY VOTE FOR ALL SUBCOMMITTEE PLANNING BEFORE IMPLEMENTATION.**
- **SHALL NOT SIGN ANY CONTRACT ALONE AS A REPRESENTATIVE FOR ITLA. ALL PLANNING COMMITTEE CONTRACT AGREEMENTS MUST BE APPROVED BY BOARD OF DIRECTORS (MAJORITY VOTE) SIGNED BY THE EXEC. DIRECTOR OF PLANNING AND A CO-CHAIR.**
- **SHALL NOT GIVE A STATEMENT TO THE MEDIA OR ORGANIZATIONS IN THE NAME OF ITLA. ANY STATEMANTS TO MEDIA OR FOR OTHER ORGANIZATIONS NEED TO BE INDIVIDUALLY OWNED. DIRECT MEDIA TO ITLA BOARD OF DIRECTORS/CO-CHAIR.**
- **SHALL NOT AGREE TO ANY ADDITIONAL PLANNING EVENTS WITHOUT BOARD OF DIRECTORS(MAJORITY VOTE) BEFORE INDICATING PLANNING INTENTS THAT WOULD OBLIGATE ITLA'S RESPONSIBILITY AND INVOLVEMENT**